

From: Shanta Davis
To: Amerita Tell; Angelica Rawls; Anthony Hardaway; Bill Renick; Cora Gee; Felicia
Gavin; Isaac Haynes; Jeanette Lewis; Jill Jumper; Kathy F
Date: 12/30/03 11:54AM
Subject: Procedure for Transferring Permanent Records to Archives

Dear Staff: This is one of the forms used to label box contents for Archives.

Shanta

If you have another type of form, email Sandra Boyd email: sboyd@mdah.state.ms.us